# **HOUSING SERVICE CENTERS**

FAX (Please FAX to one of	FAX (Please FAX to one office only)					
From:	Da	Date:				
To: Number of Pages including cover sheet:						
Housing Service Center	Phone	Fax				
JEB Little Creek-Fort Story	757-462-8939	757-462-1244				
NAS Oceana	757-433-3268	757-433-3310				
NSA-Hampton Roads	757-445-2832	757-445-6818				
NAVSTA Norfolk	757-445-2832	757-445-6818				
NWS Yorktown	757-847-7806	757-847-7822				

SUBJ: PPV Housing Application Package			
Please check documents attached.			
Application for Assignment to Housing (DD Form 1746)			
Sex Offender Policy Acknowledgement & Disclosure Form			
Housing Applicant Statement of Understanding			
Courtesy Move (Household Goods) Entitlement			
Permanent Change of Station (PCS) Orders			
Record of Emergency Data/Dependency Application (USN – Page 2: USMC – NAVMC 10922; USA & USAF – DD Form 93; USCG – 4170)			
Dual Military – Provide documentation (orders & page2) on spouse			
Custody/Divorce Papers (If previously married or legal separated)			
Proof of Pregnancy with estimated due date noted by doctor			
Power of Attorney (required if spouse or representative is completing application)			

APPLICATION FOR ASSIGNMENT TO HOUSIN						1. T	YPE SERV	ICE DI	ESIRED	(X one	e or both)
(Before completing form, read Privacy Act Statement and Instructions on re				<del></del>			a. MILITAR				. HOUSING REFERRA
SECTION I - APPLICANT INFORMATION											
2. NAME OF SPONSOR (Last, First, Middle II	nitial)	3. PAY GRAD	E	4. 8	SSN	5. DOD C			COMPONENT		
6. ADDRESS (Street, City, State, Zip Code)		7. TELEPHON	E NUMBE	R		8. S	TATUS O	F APPL	ICANT	Γ <i>(X οι</i>	ne)
		a. HOME (Area Co	ode)	b. DU	ITY (DSN)		a. MILITAI	RY MEMI	BER		: CIVILIAN
							b. MILITA	RY SPOU	JSE		. FOREIGN NATIONAL
		9. MARITAL S	TATUS	10.	AM SEPARATED	FRO			_		
					a. VOLUNTARILY				Tb. INV		ARILY
11. I REQUEST HOUSING FOR (X one)				SEC		RY CAL	REFR INFO	RMAT			
a. SELF ONLY b. SELF AND D	EPENDENTS			SECTION II - MILITARY CAREER INFORMATION (Civilians skip to Item 15.)  14. DATES (Enter in YYMMDD order) MILITARY APPLICANT MILITARY SPOUSE							
12. INSTALLATION/ORGANIZATION TR				a. EFFECTIVE RANK/RATE DATE				WILLIAM SPOOSE			
				_	b. ACTIVE DUTY SERVICE COMPUTATION						
13. INSTALLATION/ORGANIZATION TR	ANSFERE	RED TO		_	ME REMAINING ON A	_				_	
ING TALLATION ON GAMEATION	ANOI EI	ILD TO		_	FECTIVE CHANGE IN	DUTY ST	TATION			_	
				-	PORT DATE						
OFOTION III. DEPENDENT DATA				f. ES	TIMATED FAMILY ARI	RIVAL D	ATE				
SECTION III - DEPENDENT DATA											
15. DEPENDENTS RESIDING WITH ME	(If more spac	ce is needed, continue	on plain pap	er.)							
a. NAME (Last, First, Middle Initial)		b. DATE OF BIRTH (YYMMDD)	c. SEX	d. RELATIONSHIP e			e. REMARKS (Handicap, health problems, expected additions to family, etc.)				
SECTION IV - HOUSING DATA						***					
16. COMMUNITY HOUSING DESIRED (	× as applicab	ole)									
a. PURCHASE HOUSE		d. RENT HOUSE			g. RENT MOBILE H	OME SPA	ACE		i. ROO	OM AN	D BOARD
b. PURCHASE CONDOMINIUM		e. RENT APARTME	NT		h, SHARE				k, SUBLET		
c. PURCHASE MOBILE HOME		f. RENT MOBILE HOME		1	i, RENT ROOM			_	I. TRANSIENT		
17. AMENITIES DESIRED (X as applicable. )	Vrite number			18.	18. DATE HOUSING NEEDED 19. PRICE						
a. FURNISHED		e. NO. BATHS		1	YYMMDD)	(מס			(Community Housing)		
b, UNFURNISHED				1							
c. AIR CONDITIONING	_	f. PETS (Allowed)		20.	LOCATION PREFERENCE (Community			ity Housing)			
d. No. BEDROOMS	-	g. OTHER (Explain)		20. EGGATION PREFERENCE (Community Hotel				nty mous	jousing)		
21. REMARKS				L							
22. SIGNATURE OF APPLICANT									DATE S		ITTED
SECTION V - DISPOSITION (To be completed	by the Hous	ing Office.)						-			
24. MILITARY HOUSING											
a. APPLICATION RECEIVED (YYMMDD and time) b.	b. APPLICATION EFFECTIVE (YYMMDD)			c. DD FORM 1747 PROVIDED (YYMMDD)		d. HOUSING AVAILABILITY (Boxes Indicated on DD Form 1747)					
e. APPLICANT PLACED ON WAITING LIST f. EFFECTIVE PLACEMENT (YYMMDD)			g. BEDROOMS REQUIRED h. DATE UNIT ASSIGNED (YYMMDD)								
SECTION VI - HOUSING REFERRAL CERTIFICATE											
On this date I have received a listing of the housing restrictions approved by the Installation Commander, and I will not reside in any property on the restricted list. I have been briefed on (1) the services provided by the											
Housing Office, (2) the DoD program on equal opportunity for military personnel in off-base housing, and (3) nondiscrimination based on physical or mental handicaps.			Lot DATE OF				DATE SIGNED (YYMMDD)				

## SEX OFFENDER POLICY ACKNOWLEDGEMENT & DISCLOSURE

#### PRIVACY ACT STATEMENT

Authority: 10 U.S.C. § 5013, 10 U.S.C. § 5041, 10 U.S.C. § 2831, DoD 4165.63-M and E.O. 9397.

Principle Purposes: To determine an individual's eligibility for Navy housing; including privatized housing.

**Routine Uses**: Used by region and installation housing office personnel to determine eligibility for Navy housing and by private partners who operate privatized Navy housing for management and operational purposes.

**Disclosure**: Voluntary; however, failure to provide the requested information may impact eligibility for Navy housing, including privatized housing.

POLICY STATEMENT: In accordance with OPNAVINST 1752.3, to the maximum extent permitted by law or otherwise waived by Commander, Navy Installations Command or the Chief of Naval Personnel (CNP), sex offenders are to be identified & prohibited from accessing Navy facilities and occupying Navy owned, leased, or PPV housing.

Sex Offender Definition: Any person convicted of a criminal offense requiring registration per the National Guidelines for Sex Offender Registration and Notification Act (SORNA) (42 U.S.C. §§ 16901-16962).

NOTICE OF REQUIREMENT TO DISCLOSE

1. Military sponsors requesting assignment to Navy owned, leased or privatized housing are required to	INITIAL
sign this acknowledgment and disclosure form.	
2. Occupancy of Navy owned, leased or privatized housing will not be approved for otherwise eligible applicants if the applicant, any authorized dependent, or live-in aide residing in the home is a sex offender.	
<ol> <li>Anyone discovered to be a sex offender in the application process shall be denied access to Navy owned, leased or privatized housing.</li> </ol>	
4. Anyone found to be a sex offender after taking occupancy may lose the privilege of residing in Navy owned, leased or privatized housing, may be barred from the installation, and/or may be evicted. If eviction occurs you may be responsible for all relocation expenses.	
5. The Installation or Region Housing Program Director will immediately forward information regarding identified sex offenders to the Installation N3, N9 and supports SJA/OGC offices, to include a copy of the applicant's DD 1746 and this form. All information will be forwarded to CNIC within two working days.	
6. Anyone found to have falsely certified this Acknowledgment shall be referred for barment or eviction, as appropriate, and may be responsible for relocation expenses.	

CERTIFICATION: I have read and understand the above policy. By my signature below, I certify that under a penalty of administrative action and/or prosecution for making a false official statement in violation of 18 U.S.C § 1001 and/or the Uniform Code of Military Justice, Article 107, that neither I nor any person living in my household is a registered/convicted sex offender. I understand that I am required to notify the Navy's Housing Office and the Installation Security Office immediately if circumstances change so that this certification is no longer true.

7. Denial of an application for assignment to Navy owned, leased or privatized housing under the applicable policy, may be appealed to the Region Commander via the military sponsor's chain of

Signature	Date	
Print Name	Command	

command.

### "FOR INTERNAL HOUSING SERVICE CENTER-HAMPTON ROADS USE ONLY"

PRIVATE PUBLIC VENTURE (PPV) STATEMENT OF UNDERSTANDING				
1. I understand waiting times for Public Private Venture Housing (PPV) are only estimates and subject to change.				
2. I am required to keep the Housing Service Center advised of any changes to my application (i.e. lease or Rental Partnership Program (RPP) expiration, rate, family members, address, phone numbers, e-mail addresses, etc.) I am required to provide housing with advance notice that I am unable to accept PPV housing until a specific date.				
3. I understand that a maximum of two (2) pets (dogs and/or cats) is permitted. Pet quantities exclude birds and fish. No Chows, Doberman Pinschers, Presa Canarios, Pit Bulls (American Pit Bull Terrier, American Staffordshire Terrier, Staffordshire Bull Terrier), Rottweilers, any Wolf Hybrid or any mixes of the aforementioned breeds. Barnyard or exotic pets such as chickens, ducks, ferrets, rabbits, reptiles etc. are not permitted in PPV housing. I understand any damages caused to the unit or grounds by my pet(s) are also my responsibility.				
4. I understand that I must have six months or more remaining on my tour of duty to be assigned PPV housing.				
5. I understand that assignment to PPV housing will be accepted in writing. Acceptance may be made by sponsor or sponsor's designee with a Special Power of Attorney (must state "start, stop and change allotment)."				
6. I understand that when offered PPV housing; I have 24 hours to accept or to decline.				
7. I understand that if I decline my one PPV housing offer, I will be PERMANENTLY removed from the waiting list.				
8. I am aware that the Privacy Act of 1974 prohibits release of personal information without my approval. I do hereby authorize the Navy Housing Service Center to release the information contained in this family housing application to the Public Private Venture Managing Member for purposes of placement on the family housing waiting list and placement in a public private venture home.				
9. Housing Service Center counselors are your advocates in dealing with landlord/tenant issues whether you are living in Public Private Venture (PPV) or Community housing.				
CERTIFICATION: I have read and understand the above statements.				
Signature		Date		
Print Name				

## "FOR INTERNAL HOUSING SERVICE CENTER-HAMPTON ROADS USE ONLY"

COURTESY MOVE ENTITLEMENT					
POLICY STATEMENT: In accordance with CNICINST 11103.12 Navy Housing and Intra-Station Moves to qualify for a courtesy move you must meet the following:					
ELIG	IBILITY				
Member is eligible for courtesy move when member receives PCS orders and applies for Private Public Venture (PPV) housing within 30 days of reporting to his/her command in the Hampton Roads area and PPV housing is not available.					
Member is not eligible (bachelor) for PPV housing when PCS to Hampton Roads area but becomes eligible due to change from member with no dependents to member with dependents. Member must apply for PPV housing within 30 days of change of status to be eligible for courtesy move.					
Member is not eligible for a courtesy move from one loc	al PPV housing to another local PPV housing.				
Member is eligible when he/she receives notice of landle	ord foreclosure.				
FORFEITS	ELIGIBILITY				
Member fails to apply for PPV housing within 30 days of report date to command on PCS orders to Hampton Roads area.					
Member fails to apply for PPV housing within 30 days of becoming eligible (i.e. marriage/pregnancy.)					
Member is referred to Lincoln Military Housing for housing and is offered a PPV home and turns down the home.					
I agree to pay all charges in connection with this move, if I fail to notify Personal Property Shipping Office of any change in plans prior to contractor pick-up or delivery date. Desired pick-up date is after key pick-up date.					
CERTIFICATION: I have read and understand the above policy. I understand I am responsible for moving expenses if I am not entitled to a courtesy move and when eligibility has been forfeited.					
Signature	Date				
Print Name					
OFFICE USE ONLY					
Report Date:	Application Date:				